### JKO REGISTRATION, DSCA PHASE I AND DSCA PHASE II ENROLLMENT REQUEST INSTRUCTIONS:

JKO/DSCA Phase I Registration:

There are two ways users are able to self-register for courses on the JKO LCMS:

- 1.With Common Access Card (CAC)
- 2.Requesting access thru JKO home page: <a href="https://jkodirect.jten.mil/">https://jkodirect.jten.mil/</a>

If you do not have a JKO Account please select the <u>request new username/password JKO access</u>. This will bring up an email, fill in the required information and send the email.

You must have an established JKO account in order to continue the registration process. Once your account is created please continue with the registration process.

\*Complete Steps 1-14 to obtain DSCA Phase I Certificate of Completion. (JKO Course number: J3S-T-US010)

\*To view the FY12/13 DSCA Phase II Resident Course schedule, go to <a href="https://www.intelink.gov/sites/jko/dsca/default.aspx">https://www.intelink.gov/sites/jko/dsca/default.aspx</a>

\*Complete Steps 15-25 for DSCA Phase II Enrollment Request

\*Return your completed DSCA application along with your DSCA Phase I Certificate of Completion to: usarmy.jbsa.arnorth.mbx.dsca-registrar@mail.mil

\*ALL ARNORTH/USNORTHCOM MEMBERS MUST COMPLETE FEMA IS 700.a-NIMS&800B-NRF PRIOR TO ATTENDING ANY DSCA COURSE.

\*FEMA Courses can be found at:

http://www.dsca.army.mil/Home.aspx

Look under Training Links.

## There are two ways users are able to self-register for courses on the JKO LCMS:

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## \*Complete Steps 1-14 to obtain DSCA Phase I Certificate of Completion. (JKO Course number: J3S-T-US010)

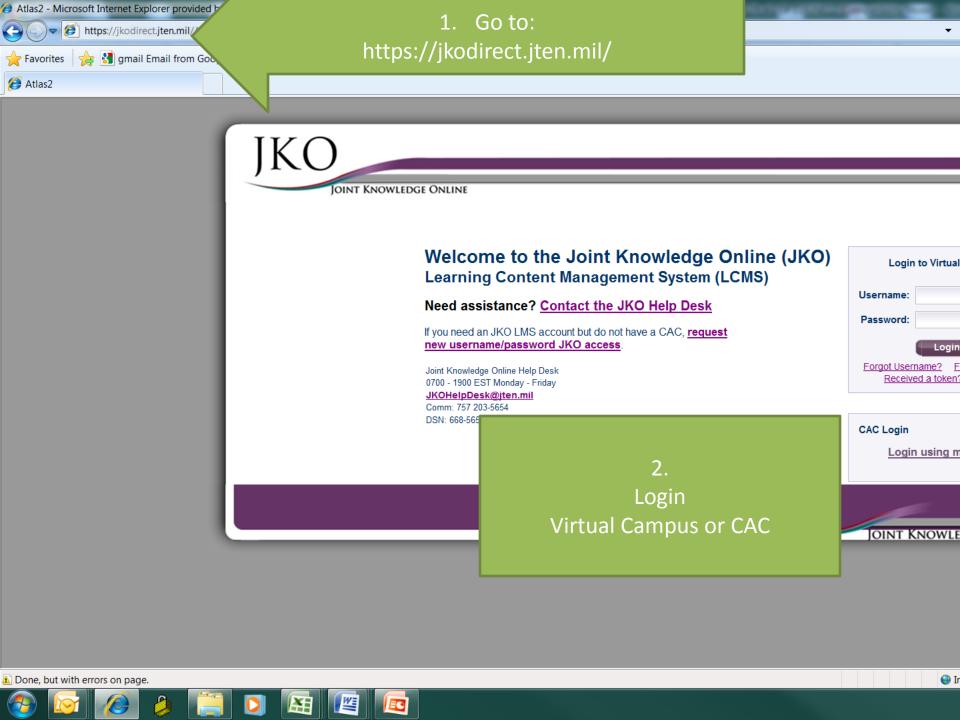
- 1. Go to: <a href="https://jkodirect.jten.mil/">https://jkodirect.jten.mil/</a>
- 2. Login
- 3. Select: Course Catalog
- 4. Under Apply Filters button, locate empty box, and Type: J3S in this box
- 5. Select: Apply Filters
- 6. Find J3S-T-US010 Defense Support of Civil Authorities (DSCA) Course Phase, located at the bottom of page
- 7. Use the number tab or arrow tab to search for course number J3S-T-US010 "located at bottom of page"
- 8. Once you located J3S T-US010 Defense Support of Civil Authorities (DSCA) Course Phase 1, select: Enroll
- 9. Course Enrollment box will appear middle of menu page, Select Continue
- 10. In a black box at the top of your screen you will see this message: You have successfully enrolled in J3S T US010
- 11. Select: My Atlas, "light purple tab" located upper left side of the page
- 12. Find: My Training, J3S T-USO10 and Select: Launch
- 13. Select: Start
- 14. Via email, you will receive a enrollment notification message.

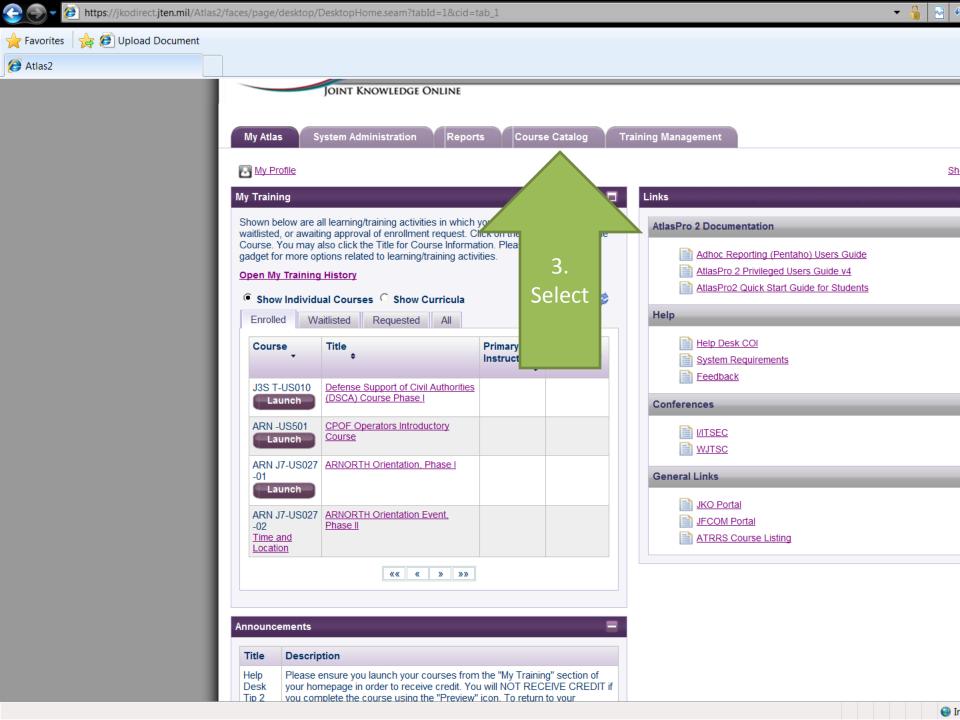
\*When completed, print your DSCA Phase 1 certificate of completion.

To view the DSCA FY12/13 Schedule, go to:

Go to <a href="https://www.intelink.gov/sites/jko/dsca/default.aspx">https://www.intelink.gov/sites/jko/dsca/default.aspx</a>

Scroll ½ way down the page to view the DSCA FY12/13 resident schedule

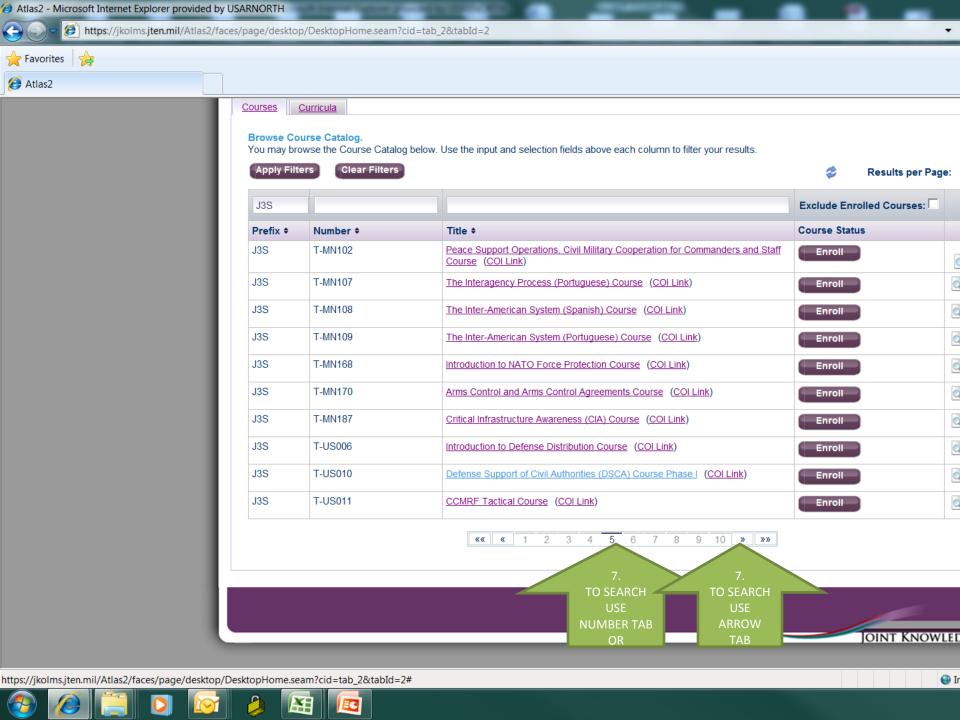


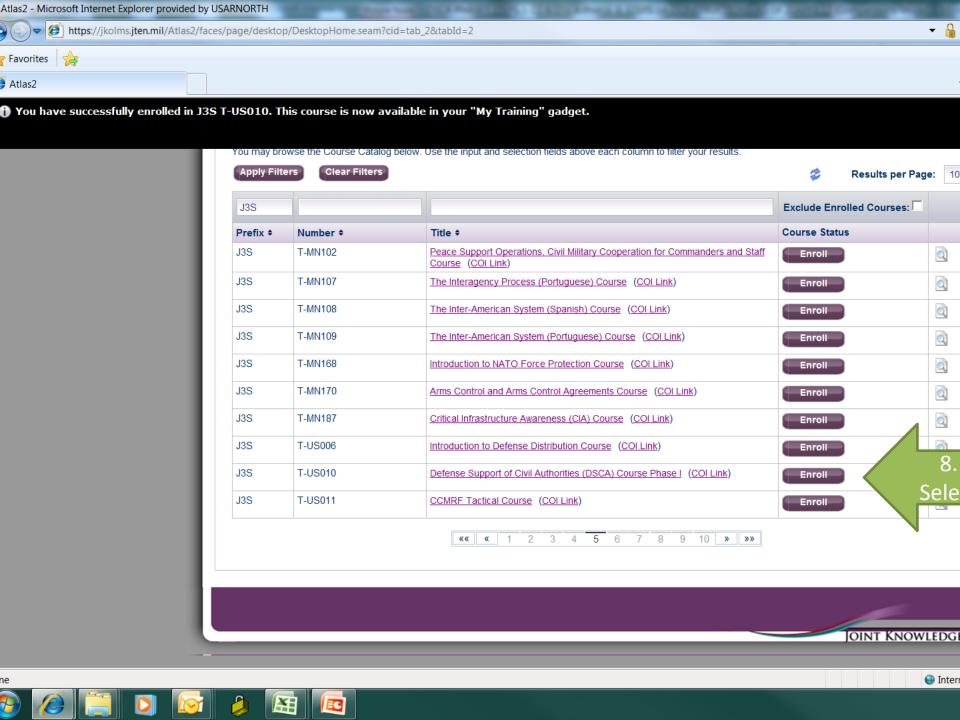


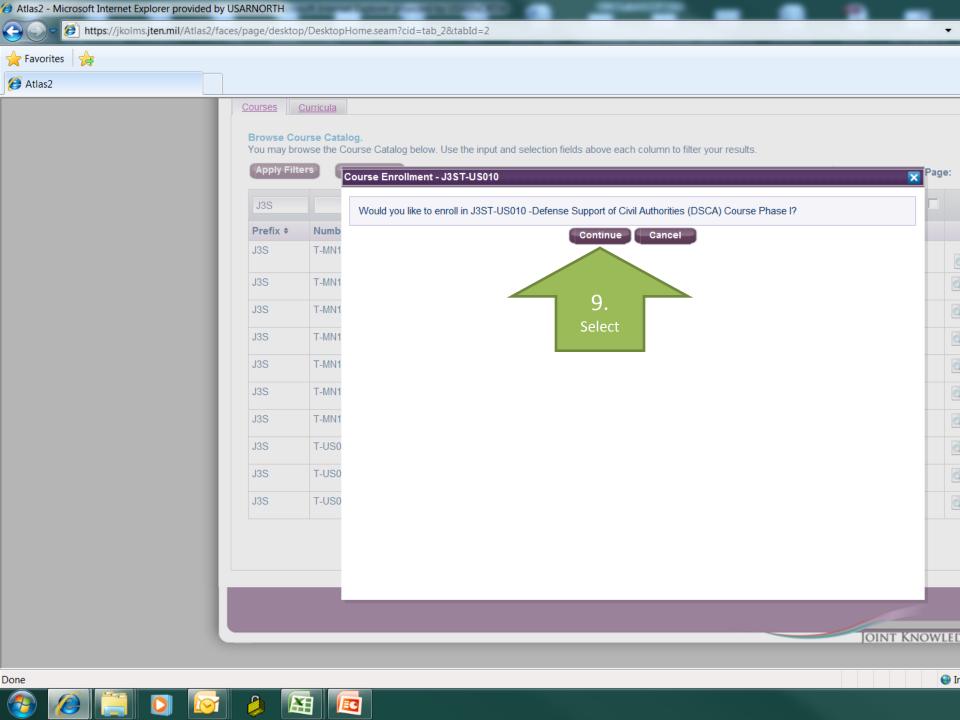


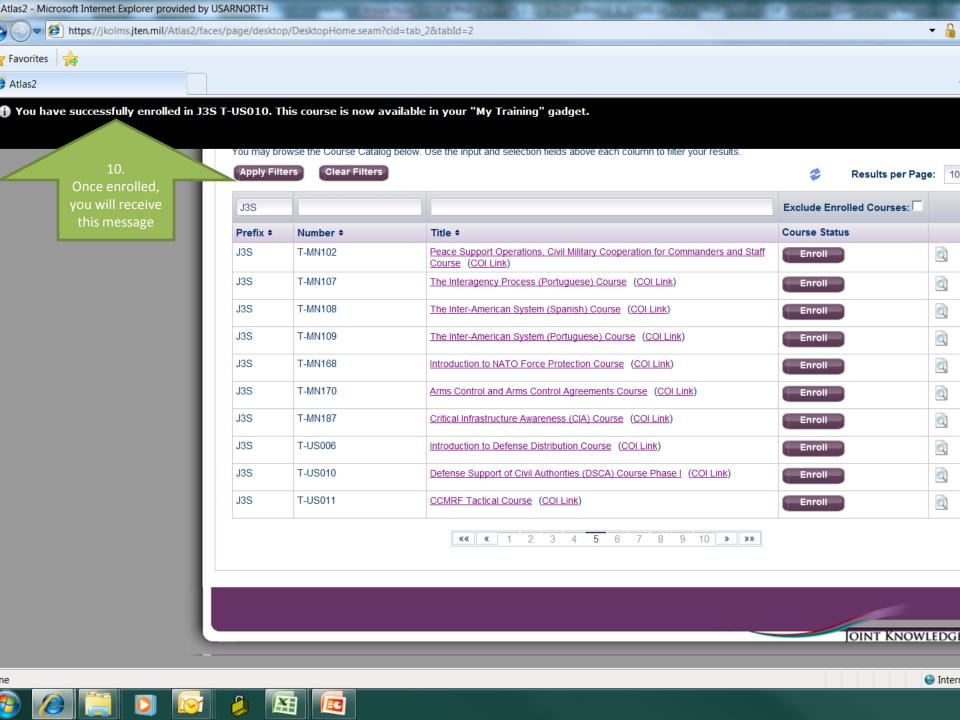






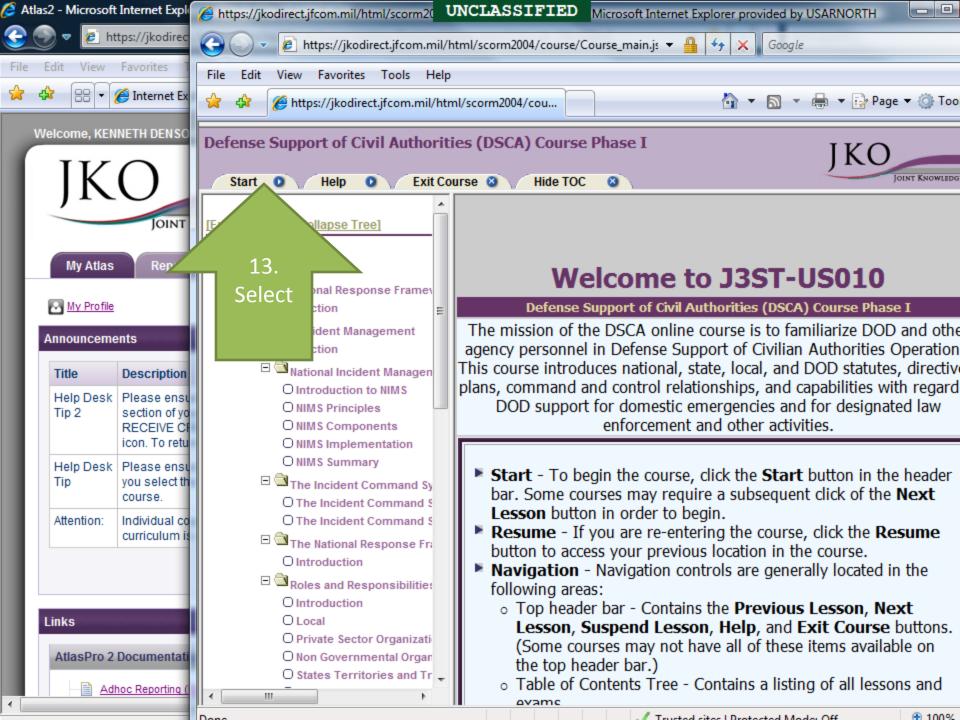


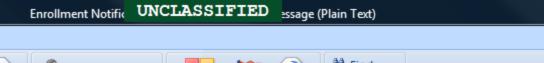














NXPowerLite







Sent: Thu 11/10/201

#### This message was converted to plain text.

DoNotReply@jfcom.mil From: To:

Denson, Kenneth L CIV USA USARNORTH

Cc:

Subject:

Enrollment Notification - Course Welcome

Dear KENNETH DENSON:

Message

\*\*THIS IS AN AUTOMATED EMAIL PLEASE DO NOT REPLY\*\* Welcome to the Joint Knowledge Online Learning Management System (LMS). Thank you for registering for a new course. You are now enrolled into that course. Please be aware that you mus launch the course within 21 days or be regarded as a no show and dropped from the roster.

14.

Via email

You will receive a

message similar to

this one.

Student Information:

Name: KENNETH DENSON

Email: KENNETH.DENSON@US.ARMY.MIL

Enrollment Information

J3ST-US010 Defense Support of Civil Authorities (DSCA) Course Phase I - Section - 004

Enrollment Start Date: 10-Nov-2011 Enrollment End Date: 10-Dec-2011

Help Desk Information:

DoNotReply@jfcom.mil

(757)203-5654 (757)203-5654

668-5654(DSN)

Hours 0700-1900 Mon-Fri EST

## To request enrollment into DSCA Phase II resident Course complete steps 15-27:

- 15. Go to http://jkodirect.jten.mil
- 16. Login
- 17. Select: Course Catalog
- 18. Under Apply Filters button, locate empty box, and Type: J3S in this box
- 19. Select: Apply Filters
- 20. Find your selected DSCA course J3S T-US522-??-??, To locate selected course use numbers tab or arrow tab to locate course.
- 21. Once you located J3S T-US522-??-, select: Enroll
- 22. Course Enrollment box will appear, Select: Continue
- 23. In a black box at the top of your screen you will see this message: You have successfully requested enrollment, your enrollment request status will read processing request
- 24. You will receive an automated email, Follow instructions, complete the DSCA application
- 25. Return your DSCA application along with your DSCA Phase I Certificate of Completion to:

usarmy.jbsa.arnorth.mbx.dsca-registrar@mail.mil

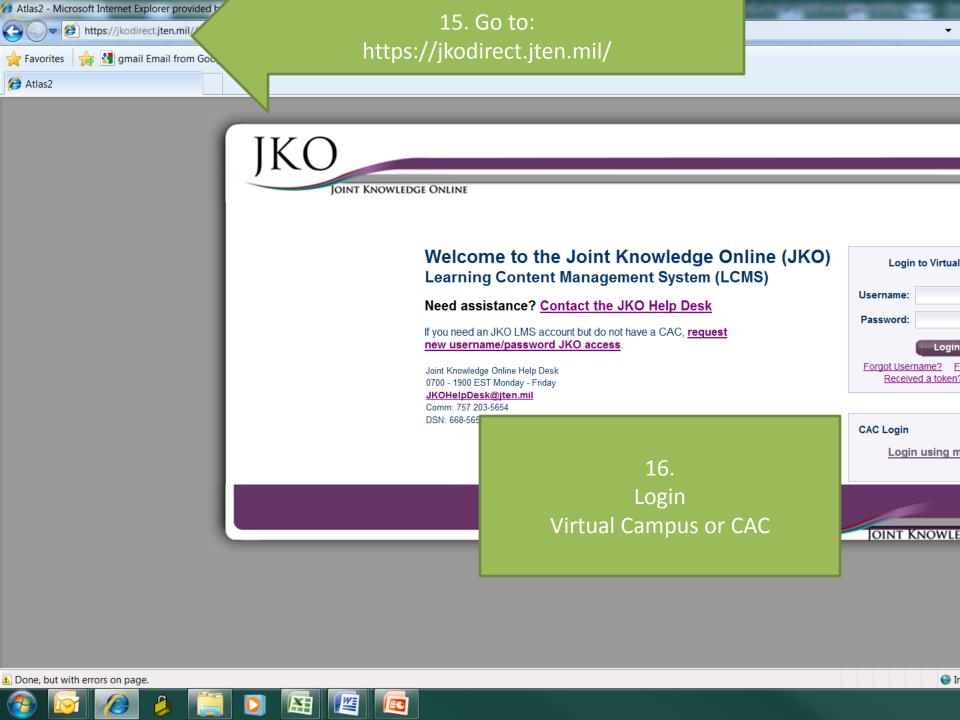
# \*ALL ARNORTH/USNORTHCOM MEMBERS MUST COMPLETE FEMA IS 700.a-NIMS & 800B-NRF PRIOR TO ATTENDING ANY DSCA COURSE.

**FEMA Courses** can be found at:

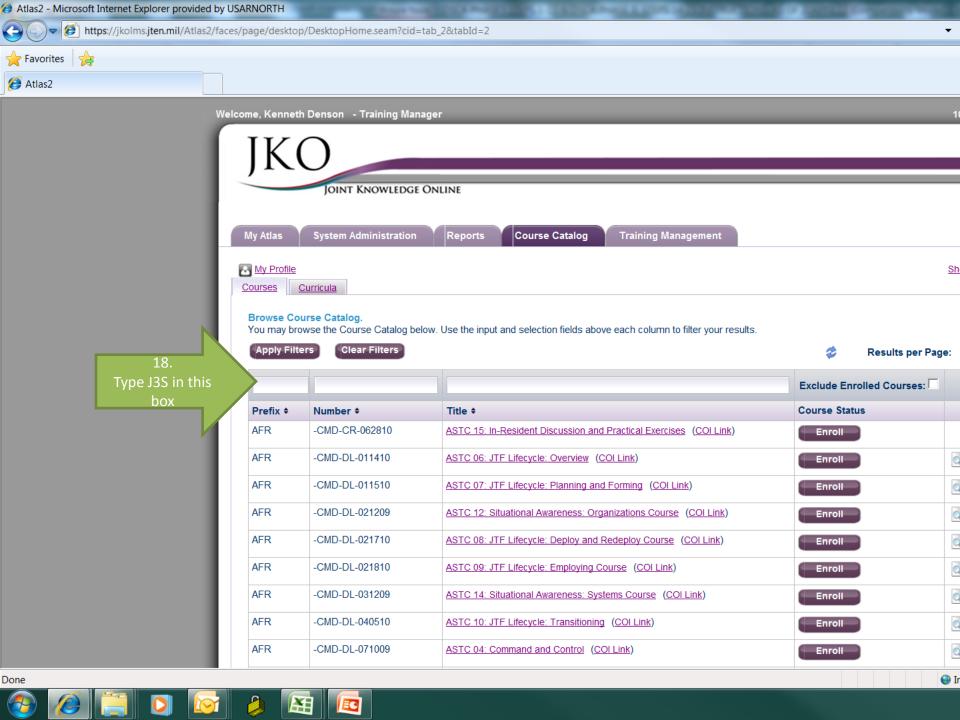
http://www.dsca.army.mil/Home.aspx

Look under Training Links.

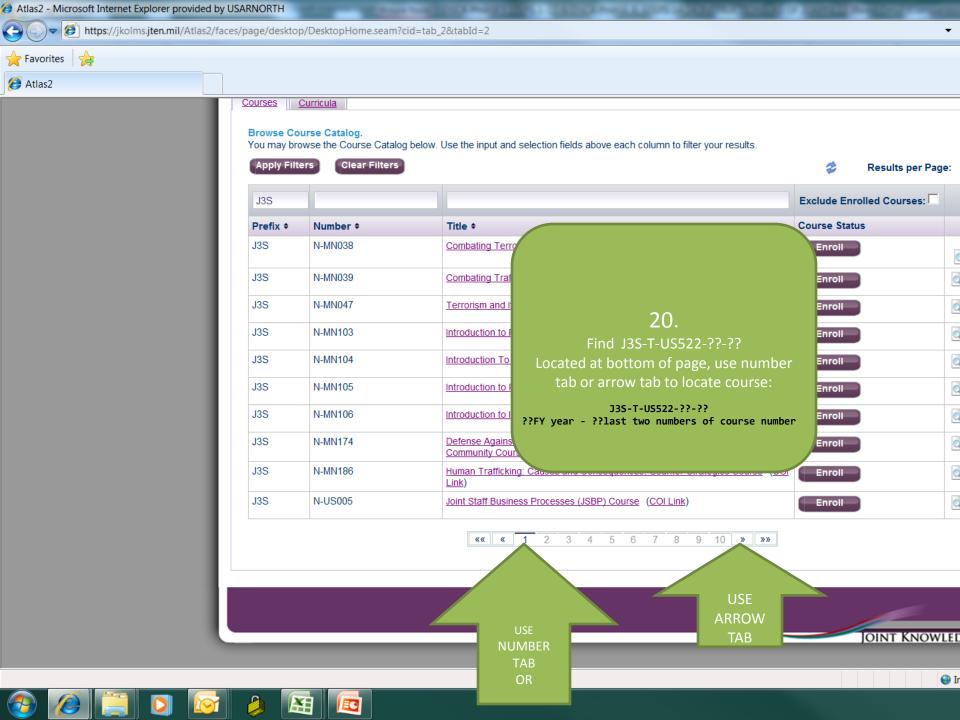
All applicants will not be accepted into the DSCA Course. The basic qualification to apply for the DSCA Course is completion of Phase I. However, acceptance into Phase II is contingent on several factors, which includes, but not limited to; grade or rank of individual applying, DSCA related job or responsibilities, commands, organizations or units priority to receive Phase II training, and demographics of the course limitations. If selected, you will be notified of your application decision NLT 45 days prior to the start date of the course. This notification will be via e-mail.

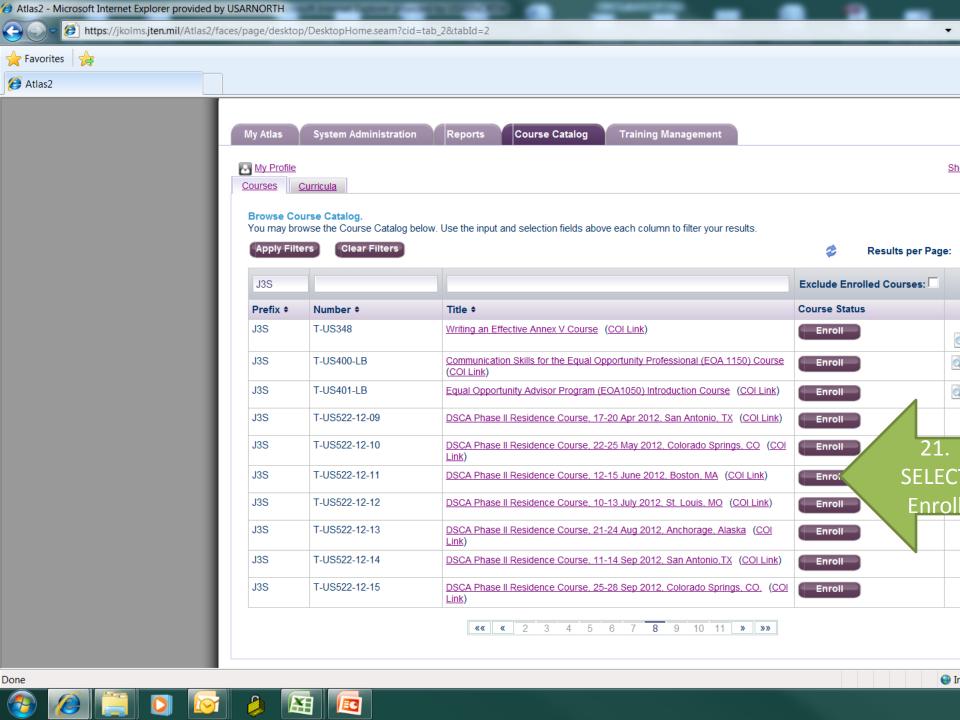


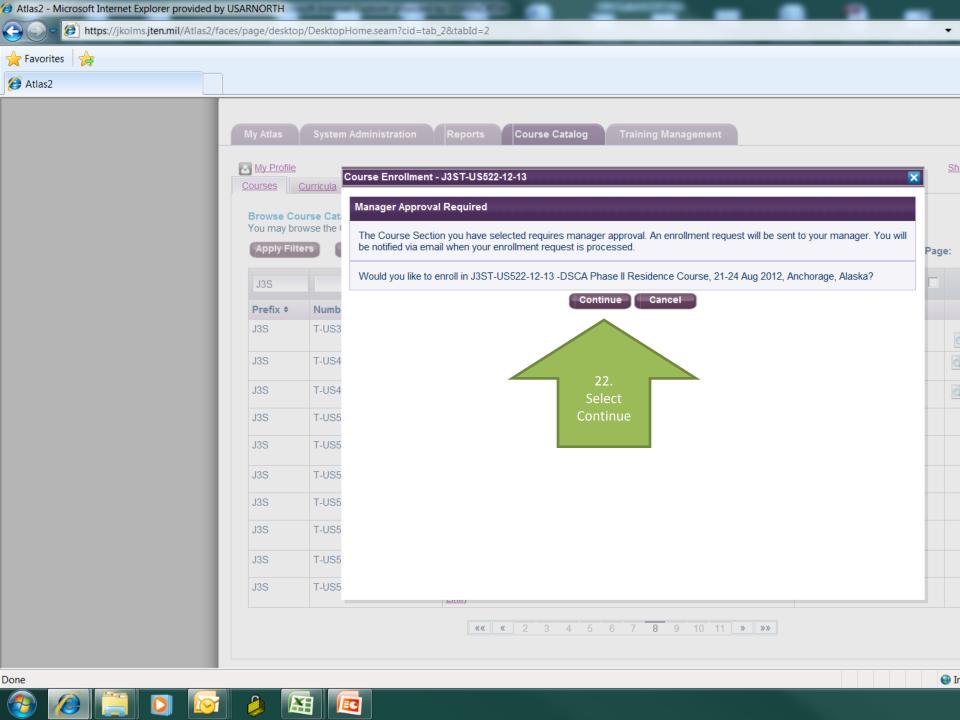


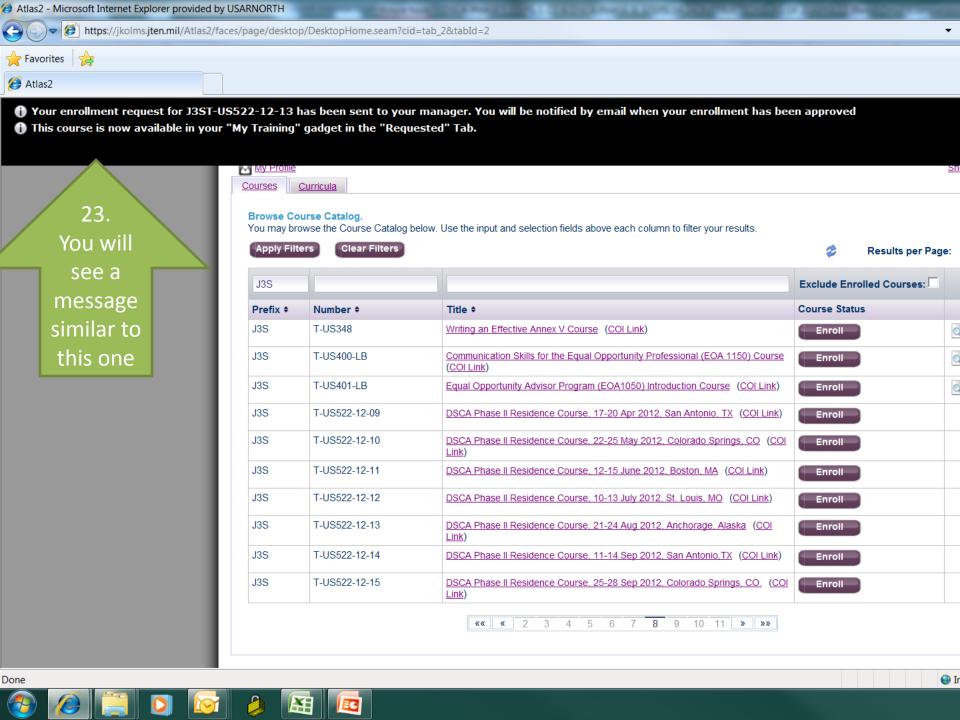












# 24.

# Via email you will receive a message similar to this one.

Dear John Doe:

You have requested enrollment in DSCA Phase II Resident Course in Newark, NJ from 11-14 Dec 2012 In order to be considered for enrollment, we require more information about your qualifications. Please go to the following link and fill out the application: <a href="http://www.dsca.army.mil/DSCA-Phase-II-Application.aspx">http://www.dsca.army.mil/DSCA-Phase-II-Application.aspx</a> Email application to: <a href="mail.mil">usarmy.jbsa.arnorth.mbx.dsca-registrar@mail.mil</a> We will not process your a ment until we receive this completed application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you. If any further assistance is required, please contact the DSCA-Phase-II-Application.aspx Email application from you.

## 25.

### LAST STEP:

lick on DSCA application link above and complete.

Return completed DSCA Application and DSCA

Phase I Certificate of Completion to:

usarmy.jbsa.arnorth.mbx.dsca-registrar@mail.mil

11-14 Dec 2012, Newark, NJ - Section - 001